

# Job Description

<b>Title</b>	<b>Catholic Scripture Engagement Officer</b>
<b>Reporting to</b>	Catholic Scripture Engagement Manager
<b>Staff responsibility</b>	None
<b>Location</b>	Swindon based for at least two working days each week with potential for other home working by agreement. There is some national travel in this role.

**Summary of role:** Bible Society's primary aim is to encourage and enable people in England and Wales and beyond to fully engage with the Bible. In this, we are fulfilling our Royal Charter to achieve 'the wider circulation and use of Scripture'.

This role is focused on fulfilling this aim within the context of the Catholic community in England and Wales by demonstrably increasing the profile of Bible Society in the Catholic Church and the number of Catholic individuals and organisations partnering with Bible Society in our mission.

## Main responsibilities:

Bible Engagement	<ul style="list-style-type: none"><li>• Assist with the preparation and delivery of our 2020 Bible campaign across the Catholic Church's 22 dioceses.</li><li>• Promote 'Word on the Go' and our other Catholic resources across the Catholic community through relationship building, presentations and ongoing awareness-raising in priority dioceses.</li><li>• Support the roll out of Open the Book in Catholic schools and recruitment of Catholic volunteers.</li><li>• Research the Catholic audience and its needs through helping to identify, trial and create a range of emerging resources as well as delivery and promotion.</li></ul>
Church Relations	<ul style="list-style-type: none"><li>• Demonstrably increase the profile of Bible Society in the Catholic Church and the number of Catholic individuals and organisations partnering with Bible Society in our mission.</li></ul>

- Help to organise and run successful Scripture events in dioceses to enable deeper Bible engagement among the Catholic community.
  - Alongside colleagues, ensure that our database is sufficiently managed in order to monitor activity and communicate with the Catholic audience effectively.
- Catholic Ethos
- Act as a friendly face to other departments for advice and information when engaging with the Catholic community.
  - Contribute to the overall Bible Society culture from the Catholic perspective, drawing on the Catholic approaches to Scripture, prayer and spirituality.
- Administrative support
- Assist the Catholic Engagement Manager with administrative support including minute taking at meetings, event promotions and bookings, web content management, mailing and ad hoc support.
- General
- Participate fully in the corporate life of Bible Society, by attending All Staff Meetings, departmental meetings and attending occasional services.
  - Ensure that all products, materials and campaigns are fully consistent with Christian standards and principles and conform to the Bible Society brand guidelines.
  - Carry out ad hoc duties which may be required to ensure Bible Society work is done as effectively as possible.

**Qualification,  
knowledge,  
experience and  
skills:**

**Essential**

- A degree or formal qualification or substantial experience in Theology, Religious Studies or Biblical Studies.
- A sound working knowledge of the Catholic faith and theological approaches to Scripture.
- Able to understand the Catholic audience and its characteristics in order to carry out effective research and promote resources successfully.
- Hands-on experience in a Catholic context (e.g. diocese, parish, school or chaplaincy).
- Ability to present clearly and with passion to a range of audiences including the Catholic hierarchy and the laity.
- Demonstrably able to use IT confidently, including Microsoft Office and databases.
- Ability to handle administrative tasks, including minute taking and meeting arrangements.

## Personal attributes:

### Desirable

- Proven ability to project manage effectively, including working with budgets, multiple stakeholders and overlapping deadlines.
- Hands-on experience of using online web content management and newsletter tools.
- Some experience of using Adobe Creative Suite or other graphics editing software.
- Some experience of managing successful events, including scheduling, promoting, content development, understanding booking and budgeting etc.
- Some experience in a communications or marketing context.
- An infectious passion for the Scriptures.
- Strong interpersonal skills, with the ability to build networks, and to act collaboratively, with diplomacy and integrity.
- A strong deliverer, who is able to ensure activities happen in a timely manner and to a high standard.
- A broad thinker, who is able to consider wider implications, as well as the detail of tasks.
- A team player who is able to take direction, readily make connections with others and find ways to support and collaborate.
- A self-starter, who can reliably deliver a solution without excessive intervention.
- Flexible and willing to travel nationally on some occasions.

### Terms

- This role will be based in Swindon for at least two days a week, with additional home working by arrangement. There is additional travel to dioceses where appropriate. If attending London-based meetings or elsewhere, travel will be covered by expenses.

At the heart of Bible Society is an emerging spirituality based on a 'generous orthodoxy' that centres on Christ and is expressed through our four core values of integrity, intelligence, interaction and inspiration.

## We hire for character

As well as recruiting for talent, experience and expertise Bible Society is also very interested in the character of its staff and would want to know how you demonstrate the following:

## Character for leadership

You will be self-aware and know what it takes to connect well with others. This will enable you to inspire, challenge and support others such that you see your direct reports flourish and achieve defined outcomes.

## Character for teamwork

You will demonstrate strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

## Character for followership

You will recognise the organisational structure, vision and mission and will constructively and proactively support this structure to operate effectively.

## Vision, mission values and spirituality

At the heart of Bible Society is a commitment to our vision and mission. This is expressed through our four core values of integrity, intelligence, interaction and inspiration.

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**Bible Society**  
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